

Chief of Logistics

17 April 1953

Chief, Special Staff

First Quarterly Review of the Logistics Office Objectives for the Calendar Year 1953.

1. A detailed analysis has been made of the Logistics Office objectives for the calendar year 1953. Yearly objectives for the entire office were established on 6 January 1953. All echelons within the Logistics Office were made cognizant of these objectives and the importance of their accomplishment. The results of this quarterly review indicate that progress has been made and that some revisions in over-all objectives are required at this time.
2. During the past three months, the following projects have been completed by organizational elements within the Logistics Office.
 - a. The Purchase Procedural and Operational Manual for contract officers has been completed.
 - b. Directives have been developed and will be implemented on 1 May 1953 to effect the allocation of funds and financial accounting on a centralized procurement basis.
 - c. The Real Estate and Construction Division has affirmed its mission and responsibility through the proper alignment of functions and the assignment of qualified personnel.

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Formal dissemination of directives will be accomplished on or about 1 May 1953.

e. A second edition of the Supply Division Stock Catalog is completed. Publication and distribution is anticipated in the near future.

f. The transportation functions previously performed by AMD/PM have been assumed by the Transportation Division.

g. The initial computation of requirements to be procured on a bulk basis has been completed. This project represents the first step toward centralized procurement.

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3. Yearly objectives as established in January were analysed in detail with each Division Chief. Each objective was reviewed to determine feasibility, practicability, and order of priority. The results of this review are indicated in Tab 'A'. It is anticipated that quarterly reviews will be conducted in June and in October to determine what progress has been made in completing each objective, to add new objectives, and publish revised summaries.

4. The accomplishments as indicated in paragraph 2, reveal that much progress has been made by each Staff and each Division within the Logistics Office. This quarterly review has indicated that the objectives as outlined in Tab 'A' are realistic and practical. The application of sound leadership of all key personnel plus day-to-day follow-up should result in the accomplishment of these objectives by 1 January 1954.

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Tab 'A' - Programmed Objectives

LO/SS/ARL:mak (17 April 1953)

Distribution:

- Orig. & 1 - Addressee
 - 1 - Deputy Chief of Logistics
 - 1 - Assistant Chief for Operations
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